

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, March 21, 2019**

Time: **5:30 p.m.**

Location: **Moorhead Branch**

NOTE: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449 or locally at (218) 233-3757. Or, email Liz at lynchl@larl.org.

AGENDA

- 5:30 **1. CALL TO ORDER** – President Kalil
 PUBLIC INPUT
 APPROVAL OF AGENDA
- 5:35 **2. MINUTES OF THE JANUARY 17, 2019 FULL BOARD MEETING**
 Enclosed (page 3)
 Recommended Motion: Move to approve the January 17, 2019 Full Board Meeting Minutes as presented.
- 5:40 **3. WELCOME TO NEW BOARD MEMBER AND INTRODUCTIONS** - Kalil
- a. Welcome to New Trustees**
 a. Linda Anderson, City of Moorhead
 b. Shelly Carlson, City of Moorhead (absent)
- b. Administer Oath of Office**
 Enclosed (page 5)
- 5:45 **4. 2018 AUDIT REPORT** – Eide Bailly, LLP
- 6:00 **5. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 6)
 a. Authorization to submit 2018 Annual Report
 Recommended Motion: Move to authorize the Director of Finance to submit the 2018 Annual Report to State Library Services.
- 6:15 **6. DIRECTOR'S REPORT** – Lynch
 a. March Report - Enclosed (page 10)
 b. Funding Increase and Formula Change Talking Points – Enclosed (page 12)
 c. Library Legacy Request Talking Points – Enclosed (page 13)

Agenda for the March 21, 2019 Full Board Meeting – Page 2

6:30 7. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Linda Holecek
Clay County/Barnesville/Hawley – Jim Haney
Clearwater County/Bagley – Mark Titera
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Linda Anderson, Andrew Brammer, Shelly Carlson
Norman County/Ada – Steve Jacobson
Polk County/Climax/Fertile/Fosston/McIntosh – Gary Willhite
Wilkin County – Dennis Larson

MN Library Association/Library Trustees and Advocates Section – Terry Kalil
Northern Lights Library Network – Linda Holecek/Terry Kalil (Alternate Linda Schell)

6:45 8. PRESIDENT'S REPORT – Kalil

6:55 9. OTHER

7:00 10. ADJOURNMENT

MISC ITEMS ENCLOSED:

- a. List of Bills – January and February 2019 (page 14 – digital packet only, print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

National Library Week, April 7-13, 2019

Theme: *Libraries=Strong Communities*

Executive/Finance Committee Meeting

2020 Preliminary Budget (Draft 1)

Moorhead Public Library, April 18, 2019 - 5:30 p.m.

Easter Sunday, April 21, 2019

Crookston Public Library Closed

Full Board Meeting, May 16, 2019 - 5:30 p.m.

Moorhead Public Library

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**LARL BOARD OF TRUSTEES
FULL BOARD MEETING
MINUTES**

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 17, 2019 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Durant, Grimsley, Haney, Holecek, Jacobson, Kalil
(President), Schell, Titera.

Board Members Absent: Brammer, Carlson, Geray, Larson, Willhite, one open Moorhead position.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT
None

APPROVAL OF AGENDA

(Holecek/Briggs) Move to approve the Agenda of the January 17, 2019 Full Board Meeting as presented. MCU.

MINUTES OF THE NOVEMBER 15, 2018 FULL BOARD MEETING

(Grimsley/Schell) Move to approve the Minutes of the November 15, 2018 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Kalil welcomed Mark Titera, Clearwater County.

Kalil administered the oath of office with Titera.

FINANCIAL REPORT

With 100% of 2018 complete, LARL spent 97.85% of budgeted expenses. The financial report is "unadjusted" and will change as the audit is completed. Telephone/Telecom is 144.99% of budget due to LARL no longer receiving e-rate funding for telephone. The budget for telephone for 2019 has been adjusted accordingly.

(over)

FINANCE COMMITTEE REPORT

(Grimsley/Briggs) Move to approve the list of authorized institutions for 2019 as reviewed and recommended by the Finance Committee: Bell Bank and Edward Jones. MCU.

Grimsley discussed that the 2019 budget is largely unchanged since the preliminary was approved in June. The one major change is an \$18,000 increase to personnel due to health insurance increases.

(Grimsley/Haney) Move to approve the 2019 Budget as reviewed and recommended by the Finance Committee. MCU.

Grimsley discussed management's recommendations regarding designated funds.

(Grimsley/Holecsek) Move to approve the 2019 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU

DIRECTOR'S REPORT

The Detroit Lakes Library Youth Services Associate position has been filled by internal candidate Eliza Gores. The position was vacated by Greta Guck, who is now the Detroit Lakes Library Director. There is now an open Assistant position in Detroit Lakes.

Mary Haney's retirement is tomorrow at the Detroit Lakes Public Library.

Lynch discussed the LARL 2018 year in review from her written report as well as LARL's plans for a 2019 Giving Campaign.

Lynch discussed a handout regarding the CRPLSA RLBSS Funding Request for 2019 including a formula change along with a \$3,000,000 increase in funding to Library Systems. Grimsley suggested CRPLSA consider adding an annual index to the funding increase request.

A letter from a board member of the Travers des Sioux Library Cooperative was handed out, along with some suggested edits. LARL Board members would like to use the letter as a template to send to local newspapers. The Board nominated Kalil to write a letter. Grimsley proposed that the letter include language regarding the Association of Minnesota Counties endorsing the RLBSS initiative.

PRESIDENT'S REPORT

Kalil discussed the 2019 Board meeting schedule.

Kalil discussed the Committee Assignments, if any board members have conflicts regarding their assignments, they should discuss with Kalil so adjustments can be made.

(Briggs/Haney) Move to approve the Board Committee Assignments as prepared. MCU.

(Grimsley/Schell) Move to adjourn.

The meeting adjourned at 6:25.

Oath of Office

The following oath shall be administered upon the trustee assuming his/her Board position:

I do solemnly swear (or affirm) that I will support the Constitution of the United States and of this state, to discharge faithfully the duties of this office to the best of my judgment and ability; to represent Lake Agassiz Regional Library both to the people and to the governing officials; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served.

Signature: _____

Date: _____

The oath shall be administered immediately after Adoption of the meeting's Agenda.

Reviewed and revised by the LARL Executive/Finance Committee:
April 18, 2007
Adopted by the Full Board, May 17, 2007.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2019

16.67%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 94,551	\$ 378,205	283,654	25.00
Detroit Lakes	0	56,668	226,670	170,002	25.00
Clay County	0	73,044	292,175	219,131	25.00
Moorhead	0	188,344	753,375	565,031	25.00
Clearwater County	0	25,478	101,910	76,432	25.00
Mahnomen County	0	10,755	43,020	32,265	25.00
Mahnomen	0	5,150	20,600	15,450	25.00
Norman County	0	24,638	98,550	73,912	25.00
Polk County	0	66,023	264,090	198,067	25.00
Crookston	0	55,659	222,635	166,976	25.00
Wilkin County	0	13,588	54,350	40,762	25.00
Breckenridge	0	22,510	90,040	67,530	25.00
Total Signatory Funding	0	636,408	2,545,620	1,909,212	25.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	155,744	207,659	519,148	311,489	40.00
Reg Library Telecom Aid (RLTA)	0	0	101,000	101,000	0.00
Total Grants	155,744	207,659	620,148	412,489	33.49
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	986	1,649	12,000	10,351	13.74
Printing Revenue	1,811	2,576	18,000	15,424	14.31
Fax Revenue	661	989	7,000	6,011	14.13
Microfilm Revenue	18	18	150	132	12.00
Photocopy Revenue	610	827	8,000	7,173	10.34
Book/Furniture Sale Revenue	11	24	0	(24)	0.00
Interest/Dividend Income	21,049	22,035	53,000	30,965	41.58
Investment Value Change	8,054	9,266	0	(9,266)	0.00
Lost/Damaged Property	551	726	6,500	5,774	11.17
Total Miscellaneous Revenue	33,751	38,110	104,650	66,540	36.42
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	11,688	46,750	35,062	25.00
MNLink Server Site Payments	258	515	3,100	2,585	16.61
Total Joint Automation Revenue	258	12,203	49,850	37,647	24.48
Fund Balance/Shortfall	0	0	75,082	75,082	0.00
Total General Fund Revenue	189,753	894,380	3,395,350	2,500,970	26.34
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	158,789	299,817	1,779,350	1,479,533	16.85
Payroll Taxes	12,120	22,803	137,500	114,697	16.58
Retirement - PERA	11,210	21,719	132,800	111,081	16.35
Health Insurance	28,505	55,325	327,900	272,575	16.87
Life Insurance	166	329	2,100	1,771	15.67
Workers Compensation Insurance	287	574	3,650	3,076	15.73
Other Employee Benefits	116	232	1,650	1,418	14.06
Total Personnel	211,193	400,799	2,384,950	1,984,151	16.81
<i>Automation/Cataloging</i>					
Automation	12,054	24,120	151,600	127,480	15.91
Support - App	291	583	3,500	2,917	16.66
Remote Printing	222	444	4,100	3,656	10.83
Catalog Item Records	966	1,932	11,000	9,068	17.56
Supplies - Computer	59	957	5,000	4,043	19.14
Supplies - Technical Services	736	1,525	7,000	5,475	21.79
Total Automation/Cataloging	14,328	29,561	182,200	152,639	16.22

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2019

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	5	25	3,400	3,375	0.74
Programming - Summer Learning	1,495	1,634	8,000	6,366	20.43
Programming - Adult	0	0	2,500	2,500	0.00
Total Library Programming	1,500	1,659	13,900	12,241	11.94
Staff Development					
Staff Training & Development	1,824	2,234	10,000	7,766	22.34
Total Staff Development	1,824	2,234	10,000	7,766	22.34
Mileage/Board Meeting Expense					
Mileage - Staff	1,655	2,889	23,000	20,111	12.56
Regional Board Meetings	0	626	6,000	5,374	10.43
Total Mileage/Board Meeting Expenses	1,655	3,515	29,000	25,485	12.12
Other Expenses					
Accounting/Bank Fees	7,404	7,885	16,350	8,465	48.23
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	0	2,000	2,000	0.00
Delivery Services	4,441	7,613	62,500	54,887	12.18
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,464	2,923	18,300	15,377	15.97
Lease - Regional Office Rent	1,734	3,469	20,850	17,381	16.64
Leases - Equipment	607	1,214	8,550	7,336	14.20
Maintenance Contracts	1,475	1,304	15,150	13,846	8.61
Memberships	0	244	1,000	756	24.40
Minnesota Director's Fund	0	0	2,300	2,300	0.00
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	471	1,288	16,000	14,712	8.05
Postage	0	153	4,000	3,847	3.83
Recruitment	267	267	8,000	7,733	3.34
Repairs - Equipment	3	27	2,500	2,473	1.08
Supplies - Copier/Fax/Microfilm	85	265	800	535	33.13
Supplies - Office	315	1,153	8,500	7,347	13.56
Supplies - Public Services	356	433	6,000	5,567	7.22
Telephone/Telecom	1,878	2,631	22,100	19,469	11.90
Total Other Operating Expenses	20,500	30,869	221,400	190,531	13.94
Regional Library Telecom Aid (RLTA)	0	0	101,000	101,000	0.00
Transportation					
Van Expenses	200	372	3,900	3,528	9.54
Total Transportation	200	372	3,900	3,528	9.54
Materials					
Audio Visual	6,208	12,950	73,000	60,050	17.74
Digital	10,929	21,195	101,500	80,305	20.88
Online Resources	588	1,176	7,500	6,324	15.68
Periodicals	458	790	23,000	22,210	3.43
Print	16,003	53,265	195,000	141,735	27.32
Total Materials	34,186	89,376	400,000	310,624	22.34
Capital Expenditures					
Furniture & Equipment	0	0	10,000	10,000	0.00
Software & Hardware Upgrades	0	879	30,000	29,121	2.93
Total Capital Expenditures	0	879	40,000	39,121	2.20
Capital Fund Accounts					
Automation System - Shared NWRL	250	500	3,000	2,500	16.67
Technology Upgrades	250	500	3,000	2,500	16.67
Van Replacement	250	500	3,000	2,500	16.67
Total Capital Fund Accounts	750	1,500	9,000	7,500	16.67
Total General Fund Expenditures	286,136	560,764	3,395,350	2,834,586	16.52
General Fund Revenue Over Expenditures \$	<u><u>(96,383)</u></u>	<u><u>333,616</u></u>	<u><u>0</u></u>	<u><u>(333,616)</u></u>	<u><u>0.00</u></u>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2019

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 3,427	\$ 4,780	\$ 0	(4,780)	0.00
Endowment Revenue	0	75	0	(75)	0.00
Telecom/E-rate Funds	119	840	0	(840)	0.00
Legacy Grant Revenue	7,834	10,946	0	(10,946)	0.00
Total Special Projects Revenue	11,380	16,641	0	(16,641)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	78	108	0	(108)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	187	0	(187)	0.00
Donations - Miscellaneous	2,410	4,903	0	(4,903)	0.00
Legacy Grant Expense	7,834	10,945	0	(10,945)	0.00
Telecom/E-rate Expenses	119	840	0	(840)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	10,441	16,983	0	(16,983)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	1,506	1,506	0	(1,506)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	1,506	1,506	0	(1,506)	0.00
Total Special Projects Expenditures	11,947	18,489	0	(18,489)	0.00
Special Proj Rev Over (Under) Expend	\$ (567)	\$ (1,848)	\$ 0	1,848	0.00
GRAND TOTAL REVENUE	201,133	911,021	3,395,350	2,484,329	26.83
GRAND TOTAL EXPENDITURES	298,122	579,292	3,395,350	2,816,058	17.06
CHANGE IN FUND BALANCE	\$ (96,989)	\$ 331,729	\$ 0	(331,729)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
February 28, 2019

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 20,163	15,956	4,207	29,052	(8,889)
Cash - Payroll (Bell Bank)	5,223	15,660	(10,437)	10,041	(4,818)
Cash - Savings (Bell Bank)	1,129,436	657,086	472,350	909,946	219,490
Petty Cash	460	460	0	460	0
Investment Account	1,298,452	1,270,277	28,175	1,268,963	29,489
Accounts Receivable	14,410	567,994	(553,584)	117	14,293
Prepaid Expenses	72,102	80,465	(8,363)	51,766	20,336
Deposit Account - OCLC	9,734	10,682	(948)	138	9,596
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(8,980)	(8,980)	0	(8,980)	0
Equipment and Fixtures	340,597	340,597	0	340,597	0
Accum Depr - Equip & Fixtures	(307,100)	(307,100)	0	(307,100)	0
Equipment & Fixtures - Donated	202,459	202,459	0	202,459	0
Accum Depr - Donated Equip	(202,459)	(202,459)	0	(202,459)	0
Endowment Funds	63,859	63,859	0	63,859	0
Amount Provided - LTD	25,505	25,505	0	25,505	0
Total Assets	\$ 2,676,227	2,744,827	(68,600)	2,396,730	279,497
LIABILITIES					
Accounts Payable	\$ 13,885	20,765	(6,880)	64,580	(50,695)
Credit Card Payable	6,762	2,369	4,393	0	6,762
Amazon Charge Account	4,471	5,910	(1,439)	652	3,819
Accrued Salaries Payable	73,036	73,036	0	73,036	0
Accrued Sick Leave Payable	25,505	25,505	0	25,505	0
Accrued Vacation Payable	33,371	33,371	0	33,371	0
Payroll Tax Payable - ND	935	391	544	0	935
Dental Insurance Payable	(70)	0	(70)	0	(70)
Vision Insurance Payable	(12)	0	(12)	0	(12)
AFLAC Payable	298	298	0	157	141
Flexible Spending - Medical	1,045	1,505	(460)	1,511	(466)
Sales Tax Payable	237	68	169	743	(506)
Deferred Revenue	505,184	473,789	31,395	518,826	(13,642)
Total Liabilities	664,647	637,007	27,640	718,381	(53,734)
FUND BALANCES					
Fund Balance - Unreserved	6,608	6,608	0	(30,668)	37,276
Fund Bal - Operating Reserve	1,125,000	1,125,000	0	1,125,000	0
Fund Bal - Employee Severance	29,000	29,000	0	29,000	0
Fund Bal - Unemployment Comp.	45,000	45,000	0	45,000	0
Fund Bal - Van Replacement	30,500	30,250	250	30,000	500
Fund Bal - Technology Upgrade	40,500	40,250	250	40,000	500
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	27,000	27,000	0	27,000	0
Fund Bal - Joint Automation	120,000	120,000	0	120,000	0
Fund Bal - III Software Upgrd	500	250	250	0	500
Investment in Gen. Fixed Asset	36,884	36,884	0	36,884	0
Reserve for Endowments	63,859	63,859	0	63,859	0
Change in Fund Balance	331,729	428,719	(96,990)	37,274	294,455
Total Fund Balances	2,011,580	2,107,820	(96,240)	1,678,349	333,231
Total Liabilities & Fund Bal.	\$ 2,676,227	2,744,827	(68,600)	2,396,730	279,497

Monthly Report to the Board**Meeting Date: March 21, 2019****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

One MN Inaugural Celebration, Jan 14; Corporate Technologies, Jan 15; Coordinating Team, Jan 16; Finance and Full Board Meetings, Jan 17; Kathy Enger, NLLN Director, Jan 17; Mary Haney's Retirement Party, Jan 17; CRPLSA Online, Jan 24; Clay County Joint Powers Retreat, Jan 25; Shelly Carlson Board Orientation, Jan 29; MN Library Legislative Meeting, Feb 6; MNLINK Operations Committee, Feb 7; FM Library Directors Meeting, Feb 11; Moorhead City Council event at MPL, Feb 13; MN American Indian Literature Presentation at Concordia, Feb 15; Library/Legislative Meet & Greet at the Capitol, Feb 25; Library Legislative Day at the Capitol and House Education Finance Committee Presentation, Feb 26; Legacy Presentation to House Legacy Committee, Feb 27; Presentation to the Senate E-12 Finance and Policy Committee, March 6.

Open Positions

Mahnomen Library Substitute

New Employees

Welcome to Catharine Weisenburger. Catharine has been hired as the new Detroit Lakes Library Assistant.

Staff Development

Jenna Kahly, LARL Program Coordinator and Hillary Stevens, LARL Marketing Coordinator offered a Summer Library Experience meeting for all LARL Librarians. This training and discussion focused on the theme for the 2019 Summer Library Experience, *Discover the Galaxy*. Ideas for the program were shared in addition to expectations.



Jeanne Anderson, Collection Development Librarian; Josh Stompro, IT Director; and Sharon Douglas, Automation Coordinator offered three training sessions in Crookston, Detroit Lakes, and Moorhead in February and March covering internal procedures relating to damaged items, withdrawing items, holds, and other automation related functions. This training was open to all LARL staff.

LARL News**2019 LARL Giving Campaign: I Love My Library**

LARL launched the 2019 Giving Campaign on February 1st with the *I Love My Library* donation program. Donors were encouraged to give a minimum of \$20 and received a tote bag in return. LARL raised over \$1,700 for the general materials collection. In April, we will be encouraging donors to join the monthly giving program.

Donor Report

Thank you to Hillary Stevens, LARL Marketing Coordinator and Linnea Lehrer, LARL Business Office Assistant for their work on the recently mailed Donor Report. Approximately 200 copies were mailed to those who donated in 2018, Board Members, and community members.

Donations

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1/22/2019	Wilkin County Historical Society donation to the Breckenridge Public Library.	25.00
1/7/2019	Crookston Matrons Club donation for award winning children and young adult books.	75.00
1/18/2019	Carol Huesman donation in honor of Mary Haney's retirement.	20.97
1/24/2019	Barbara Anton donation to LARL.	124.28
1/23/2019	Lavida Wiens donation to the Bagley Public Library in memory of Lillian Anderson for children and youth books.	25.00
1/23/2019	Martha Oskvig donation to the Bagley Public Library in memory of Lillian Anderson for children and youth books.	100.00
3/1/2019	Moorhead Vikingland Kiwanis donation for children's books.	100.00
2/14/2019	Lawrence Reed donation to the Moorhead Public Library in memory of Sylvia Reed.	1,000.00
3/1/2019	Moorhead Thrift Shop donation for Large Print Books.	100.00
2/28/2019	Brost Chevrolet donation to the Crookston Public Library for the Summer Library Experience for children.	75.00
2/28/2019	Crookston Eye Clinic donation to the Crookston Public Library for the Summer Library Experience for children.	75.00
	I LOVE MY LIBRARY Campaign	\$1,773.39
	Total	\$3,493.62

Legislative Update

Greta Guck, Detroit Lakes Library Director; Megan Krueger, Moorhead Library Director; Chris Boike, Crookston Library Director; Linda Anderson, LARL Trustee Representing Moorhead and I attended Library Legislative Day at the Capitol. We were able to meet with the following Legislators: Senator Johnson, Representative Lien, Representative Marquart, Senator Westrom, Senator Eken, and Representative Green.

Our #1 priority was to fight for Regional Public Library System funding (RLBSS). This includes a \$4 million increase and a formula change. The Chief Author of this bill in the House (HF1282) is Mary Murphy. The Chief Author of this bill in the Senate (SF 1704) is our very own Mark Johnson. We are very appreciative to both of these legislators for supporting public libraries. I had the honor of testifying for HF1282 in front of the K-12 Education Committee. To view the hearing, visit: https://youtu.be/ZtVsZJ_nv5k

Our #2 priority was to ask for the continued appropriation of Legacy Funding for Regional Public Library Systems at the rate of \$2.5 million per year. Public Libraries have been excellent stewards of this funding. This funding means a lot to our communities, community members, and our library system.

On March 6, we testified again for RLBSS funding at the Senate E-12 Finance and Policy Committee. Senator Mark Johnson introduced the bill (SF 1704) as the Chief Author.

To learn more about RLBSS and Legacy Funding, please read the following two documents: *Funding Increase and Formula Change* and *Library Legacy Request*.



Funding Increase and Formula Change Regional Public Library Systems Background/Talking Points

The Minnesota Library Association (MLA) and Information and Technology Educators of Minnesota (ITEM) support a \$4 million increase in funding for Regional Library Basic System Support (RLBSS), bringing the base to \$17,570,000 annually. They also endorse changes to the RLBSS distribution formula.

While the need and demand for public library services have grown, state funding hasn't kept pace. State funding for Minnesota's regional public library systems increased only one time during the last 20 years, in 2007. In addition, the current RLBSS formula employed to distribute funding among the state's regional public library systems is volatile, resulting in significant year-to-year changes in how dollars are distributed statewide.

Each of the 12 Regional Public Library System Governing Boards endorse this proposal. The annual \$4 million increase will help each system meet the rising costs of services and address increasing service demands within our communities. The formula change will help reduce annual fluctuations in state funding, providing libraries more budget consistency as they plan the delivery of public services.

Minnesota's regional public library systems are an important part of statewide efforts addressing challenges like the achievement gap and the digital divide. In the last year Minnesota public libraries:

- Drew 23.3 million visitors, 3 million more than Walt Disney World, and nearly 7 out of 10 Minnesotans have a public library card!
- Prepared children for kindergarten with free literacy programs.
- Provided programs to help students retain literacy and critical thinking skills over the summer. Most included science, technology, art, math and history-focused activities.
- Enabled library patrons to log on to library computers – at no cost, nearly 11 million times. Libraries enabled 6,417,488 wireless sessions by users.
- Public libraries offered over 69,000 different library programs across the state with over 1.6 million citizens in attendance – a 34% increase since 2011.

State funding is essential to public library operations and promotes efficiency and effectiveness statewide.

A \$4 million per year increase and a formula change, will result in the following:

- More equitable library services across the state.
- Funding stability from one year to the next.
- Library budgets based on actual state allocations, rather than estimates.
- More library materials to fill community demand.
- Innovative service and delivery methods for better meeting the needs of our community members.
- Increased training for library staff.
- **Improved quality of life for individuals across the state.**



Library Legacy Request Regional Public Library Systems Backgrounder/Talking Points

The Minnesota Library Association (MLA) and Information and Technology Educators of Minnesota (ITEM) support an appropriation of \$2,500,000 annually from the Arts and Cultural Heritage Fund for Regional Public Library Systems.

Background:

In 2008, Minnesota's voters passed the Clean Water, Land and Legacy Amendment (Legacy Amendment) to the Minnesota Constitution to: protect drinking water sources; to protect, enhance, and restore wetlands, prairies, forests, and fish, game, and wildlife habitat; **to preserve arts and cultural heritage**; to support parks and trails; and to protect, enhance, and restore lakes, rivers, streams, and groundwater.

Regional Public Library Systems are one of many entities who have been the fortunate recipients of the Arts and Cultural Heritage Fund since 2009. Every two years, it is the responsibility of library advocates and the library community to approach the MN Legislature and the Legacy Committee to secure continued funding for the next biennium.

Legacy Funding is important to Regional Public Library Systems because:

- Legacy programs in public libraries improve the quality of life for individuals and spark community engagement.
- Legacy programs in public libraries provide free and equitable access to arts and cultural experiences and educational opportunities for ALL Minnesotans.
- Legacy programs in public libraries provide opportunity for creativity and innovation through the arts.
- Legacy programs provided by public libraries expand cultural awareness, develop a sense of history, and create connections between communities & local artists.
- Legacy programs have drawn citizens into the library resulting in more awareness of the services offered by public libraries.
- Legacy programs in public libraries support Minnesota artists, historians, authors and more.
- Legacy programs in public libraries showcase and highlight Minnesota's rich historical and cultural stories of our state.

Regional Public Library Systems are great Legacy partners because their 356 branch and member libraries enable free Legacy programs to be available to residents throughout the State of Minnesota.



LEGACY FUNDING FOR PUBLIC LIBRARIES RESULTS IN A BETTER MINNESOTA

Support equitable access to arts, history, and culture through the
12 public regional library systems.

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	1/23/19	Office Depot	11.14	
		1/24/19		5.25	
		1/24/19		17.95	
		1/24/19		567.48	
6000-000	Supplies - Office	1/25/19	Quill Corporation	206.88	
6000-000	Supplies - Office			808.70	
6010-000	Supplies - Technical Services	1/14/19	Brodart Co.	328.00	
6010-000	Supplies - Technical Services	1/14/19	DEMCO	116.26	
6010-000	Supplies - Technical Services			444.26	
6030-000	Supplies - Copier/Fax/Microfilm	1/29/19	Quill Corporation	179.99	
6030-000	Supplies - Copier/Fax/Microfilm			179.99	
6040-000	Supplies - Computer	1/6/19	Newegg Business Inc.	59.85	
		1/7/19		20.24	
		1/15/19		23.30	
		1/15/19		87.92	
		1/16/19		7.34	
		1/16/19		6.55	
		1/16/19		40.48	
		1/16/19		92.95	
6040-000	Supplies - Computer	1/28/19	ByteSpeed, LLC	60.00	
6040-000	Supplies - Computer			398.63	
6200-000	Equip Rep/Mtc - Miscellaneous	1/11/19	Ace Hardware	24.76	
6200-000	Equip Rep/Mtc - Miscellaneous			24.76	
6300-000	Payroll/Time Tracking	1/9/19	Payroll Professionals, Inc.	122.45	
		1/29/19		127.10	
		1/29/19		160.00	
6300-000	Payroll/Time Tracking			409.55	
6350-000	Delivery Service - Courier	1/8/19	Alliance Courier	634.59	
		1/21/19		2,115.30	
6350-000	Delivery Service - Courier			2,749.89	
6362-000	Lease - Copiers	1/2/19	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	1/1/19	Halstad Telephone Company	32.73	
		1/1/19		74.13	
6400-000	Telephone	1/1/19	Rothsay Telephone	75.30	
6400-000	Telephone	1/1/19	CenturyLink	48.00	
6400-000	Telephone	1/22/19	Rochester Telecom Systems Inc.	125.19	
6400-000	Telephone			355.35	
6410-000	PIO - Marketing/Printing/Etc	1/31/19	Clay County Connection	95.00	
6410-000	PIO - Marketing/Printing/Etc	1/31/19	The Forum	199.00	
6410-000	PIO - Marketing/Printing/Etc			294.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6430-000	Postage	1/3/19	Hillary Stevens	16.80	
6430-000	Postage	1/10/19	Pitney Bowes Purchase Power	20.00	
6430-000	Postage			36.80	
6450-000	Mileage - Trustee	1/17/19	Terry Kalil	83.52	
6450-000	Mileage - Trustee	1/17/19	Clayton Briggs	81.20	
6450-000	Mileage - Trustee	1/17/19	Linda Schell	58.00	
6450-000	Mileage - Trustee	1/17/19	Ben Grimsley	52.20	
6450-000	Mileage - Trustee	1/17/19	LuAnn Durant	81.78	
6450-000	Mileage - Trustee	1/17/19	Mark Titera	120.64	
6450-000	Mileage - Trustee	1/17/19	Steve Jacobson	32.48	
6450-000	Mileage - Trustee			509.82	
6455-000	Mileage - Staff	1/4/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	1/8/19	Joyce Christine Boike	27.26	
6455-000	Mileage - Staff	1/9/19	Jill Rose	20.30	
6455-000	Mileage - Staff	1/9/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	1/9/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	1/10/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	1/10/19	Jennifer Rodger	30.16	
6455-000	Mileage - Staff	1/11/19	Jodi Harrington	55.68	
6455-000	Mileage - Staff	1/12/19	Marilyn Eaves	33.64	
6455-000	Mileage - Staff	1/12/19	Jill Rose	25.52	
6455-000	Mileage - Staff	1/14/19	Carol Ricke	113.68	
6455-000	Mileage - Staff	1/14/19	Candace Osborn	48.72	
6455-000	Mileage - Staff	1/14/19	Lois Schaedler	91.64	
6455-000	Mileage - Staff	1/14/19	Marilyn Eaves	33.64	
6455-000	Mileage - Staff	1/14/19	Jill Rose	25.52	
6455-000	Mileage - Staff	1/14/19	Jane Vigness	60.90	
6455-000	Mileage - Staff	1/14/19	Greta Guck	51.62	
6455-000	Mileage - Staff	1/14/19	Karen Edevold	129.92	
6455-000	Mileage - Staff	1/14/19	Erin Gunderson	51.62	
6455-000	Mileage - Staff	1/15/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	1/16/19	Joyce Christine Boike	80.04	
6455-000	Mileage - Staff	1/16/19	Greta Guck	51.62	
6455-000	Mileage - Staff	1/16/19	Marilyn Eaves	33.64	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	1/17/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	1/17/19	Marilyn Eaves	33.64	
6455-000	Mileage - Staff	1/18/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	1/18/19	Judy Moen	37.12	
6455-000	Mileage - Staff	1/22/19	Jill Rose	20.30	
		1/26/19		25.52	
6455-000	Mileage - Staff			1,234.24	
6465-000	Memberships - LARL Directors	1/1/19	Lakes Country Service Cooperat	244.00	
6465-000	Memberships - LARL Directors			244.00	
6470-000	Board Expenses	1/17/19	Linda Holecek	51.04	
6470-000	Board Expenses	1/24/19	Purchase Advantage Card	5.98	
6470-000	Board Expenses			57.02	
6482-000	Conf/Meeting - Miscellaneous	1/28/19	Christina Phipps	160.00	
6482-000	Conf/Meeting - Miscellaneous	1/28/19	Jennifer Rodger	160.00	
6482-000	Conf/Meeting - Miscellaneous			320.00	
6490-000	Programming - Youth	1/1/19	Douglas County Library	19.95	
6490-000	Programming - Youth			19.95	
6492-000	Programming - Summer Learn	1/14/19	PJ Operations	79.59	
6492-000	Programming - Summer Learn			79.59	
6600-000	Materials - Print	1/1/19	Gale/CENGAGE Learning	27,370.00	
6600-000	Materials - Print	1/2/19	Baker & Taylor	54.80	
		1/2/19		171.14	
		1/2/19		50.25	
		1/2/19		140.42	
		1/2/19		678.01	
		1/3/19		13.92	
		1/3/19		71.86	
		1/3/19		22.28	
		1/3/19		13.40	
		1/3/19		254.65	
		1/3/19		476.18	
		1/4/19		38.74	
		1/7/19		75.60	
		1/7/19		220.52	
		1/7/19		15.65	
		1/7/19		140.19	
		1/8/19		43.54	
		1/8/19		117.02	
		1/8/19		175.86	
		1/8/19		61.98	
		1/9/19		144.12	
		1/9/19		20.04	
		1/9/19		9.28	
		1/9/19		27.20	
		1/9/19		59.52	
		1/9/19		32.40	
		1/9/19		81.56	
		1/10/19		19.74	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/11/19		18.80	
		1/11/19		623.06	
		1/14/19		23.38	
		1/14/19		45.21	
		1/14/19		385.12	
		1/14/19		448.91	
		1/15/19		68.58	
		1/15/19		86.74	
		1/15/19		26.58	
		1/15/19		155.69	
		1/15/19		15.87	
		1/16/19		43.50	
		1/16/19		199.62	
		1/16/19		60.04	
		1/16/19		70.66	
		1/16/19		172.76	
		1/16/19		220.02	
		1/16/19		32.48	
		1/17/19		231.76	
		1/18/19		18.82	
		1/18/19		26.14	
		1/21/19		313.05	
		1/21/19		22.28	
		1/21/19		38.06	
		1/21/19		10.02	
		1/22/19		178.02	
		1/23/19		59.44	
		1/23/19		63.28	
		1/23/19		484.17	
		1/23/19		390.23	
		1/23/19		30.18	
		1/24/19		39.78	
		1/24/19		18.65	
		1/24/19		115.74	
		1/24/19		66.92	
		1/24/19		97.52	
		1/24/19		248.02	
		1/25/19		488.53	
		1/25/19		461.21	
		1/25/19		130.12	
		1/25/19		29.78	
		1/28/19		85.04	
		1/28/19		31.92	
		1/28/19		22.42	
		1/28/19		64.86	
6600-000	Materials - Print			37,062.85	
6601-000	Materials - A/V	1/3/19	Penguin Random House, LLC.	75.00	
6601-000	Materials - A/V	1/8/19	Baker & Taylor	15.29	
		1/8/19		63.37	
		1/9/19		10.51	
6601-000	Materials - A/V	1/10/19	Penguin Random House, LLC.	57.00	
6601-000	Materials - A/V	1/11/19	Baker & Taylor	124.81	
		1/11/19		212.04	
6601-000	Materials - A/V	1/11/19	Penguin Random House, LLC.	90.00	
6601-000	Materials - A/V	1/14/19	Baker & Taylor	42.99	
		1/14/19		201.38	
6601-000	Materials - A/V	1/15/19	Recorded Books, LLC.	281.34	
		1/15/19		244.32	
		1/15/19		72.98	
		1/15/19		68.49	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/16/19		1,003.60	
6601-000	Materials - A/V	1/17/19	Baker & Taylor	52.98	
		1/17/19		219.98	
		1/17/19		52.98	
6601-000	Materials - A/V	1/22/19	Recorded Books, LLC.	145.89	
		1/23/19		559.96	
6601-000	Materials - A/V	1/23/19	Baker & Taylor	33.68	
		1/24/19		147.54	
		1/28/19		19.09	
6601-000	Materials - A/V			3,795.22	
6670-000	Materials - Digital - e-Books	1/1/19	Overdrive, Inc.	63.96	
		1/4/19		97.29	
		1/7/19		229.96	
		1/7/19		120.97	
		1/7/19		93.48	
		1/7/19		99.96	
		1/7/19		1,591.32	
		1/23/19		1,535.77	
		1/24/19		28.99	
		1/28/19		14.99	
		1/28/19		82.90	
		1/28/19		162.25	
		1/29/19		62.99	
		1/29/19		81.98	
		1/29/19		209.35	
6670-000	Materials - Digital - e-Books			4,476.16	
6675-000	Materials - Digital - e-Audio	1/2/19	Overdrive, Inc.	79.99	
		1/4/19		51.99	
		1/7/19		160.49	
		1/7/19		136.99	
		1/7/19		760.30	
		1/23/19		963.55	
6675-000	Materials - Digital - e-Audio			2,153.31	
6690-000	Materials - Periodicals	1/1/19	McIntosh Times	30.00	
6690-000	Materials - Periodicals	1/1/19	Fertile Journal	40.00	
		1/1/19		35.00	
6690-000	Materials - Periodicals	1/15/19	Daily News / News Monitor	130.00	
6690-000	Materials - Periodicals	1/17/19	Twin Valley Times	35.00	
6690-000	Materials - Periodicals	1/28/19	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals			332.00	
7120-000	Telecom/E-rate Expenses	1/28/19	Network Center Communications	405.00	
7120-000	Telecom/E-rate Expenses	1/31/19	MEI Technologies/Parsons Elect	316.49	
7120-000	Telecom/E-rate Expenses			721.49	
7230-000	Legacy - Materials - Other	1/28/19	Overdrive, Inc.	98.70	
		1/28/19		454.70	
7230-000	Legacy - Materials - Other			553.40	
8000-011	Donation - Misc Exp - LM	1/2/19	FM Coalition for Homeless Pers	100.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-011	Donation - Misc Exp - LM	1/9/19	Jennifer Rodger	18.87	
8000-011	Donation - Misc Exp - LM	1/23/19	Midwest Moving Company, LLC.	1,433.59	
8000-011	Donation - Misc Exp - LM			1,552.46	
8000-012	Donation - Misc Exp - LV	1/3/19	Quill Corporation	74.98	
		1/7/19			37.49
		1/10/19		37.49	
8000-012	Donation - Misc Exp - LV			112.47	37.49
8000-031	Donation - Misc Exp - LN	1/15/19	Lois Schaedler	44.46	
8000-031	Donation - Misc Exp - LN			44.46	
8000-051	Donation - Misc Exp - LC	1/7/19	Crookston Paint, Glass, & Floo	48.96	
		1/7/19		33.92	
8000-051	Donation - Misc Exp - LC	1/7/19	Sam Simmons	42.48	
8000-051	Donation - Misc Exp - LC	1/7/19	HN Quality Plumbing, Inc.	267.00	
8000-051	Donation - Misc Exp - LC	1/23/19	US Postal Service	50.00	
8000-051	Donation - Misc Exp - LC			442.36	
8000-053	Donation - Misc Exp - LE	1/22/19	Laura Gullickson	50.00	
8000-053	Donation - Misc Exp - LE			50.00	
8107-000	Donation - Material Other - RO	1/28/19	Overdrive, Inc.	103.62	
		1/29/19		83.00	
8107-000	Donation - Material Other - RO			186.62	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	1/15/19 1/15/19 1/31/19 1/31/19	Federal Income Tax deposit	4,390.41 1,026.79 4,729.24 1,106.03	
5100-000	Payroll Taxes - Employer			11,252.47	
5110-000	Retirement - PERA - Employer	1/15/19 1/31/19	Public Employees Retirement As	5,358.75 5,741.07	
5110-000	Retirement - PERA - Employer			11,099.82	
5120-000	Health Insurance	1/14/19 1/14/19	Further - VEBA/HSA	2,460.75 1,736.00	
5120-000	Health Insurance	1/15/19 1/15/19	LARL Payroll		1,002.75 372.25
5120-000	Health Insurance	1/30/19	Lakes Country Service Cooperat	25,009.00	
5120-000	Health Insurance	1/31/19	Further - VEBA/HSA	1,002.75	
5120-000	Health Insurance	1/31/19	LARL Payroll		1,002.75
5120-000	Health Insurance			30,208.50	2,377.75
5140-000	Life Insurance - Employer Paid	1/1/19	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6000-000	Supplies - Office	1/3/19	Office Depot	30.37	
6000-000	Supplies - Office			30.37	
6010-000	Supplies - Technical Services	1/10/19 1/10/19 1/10/19	Amazon (charges on account)	62.88 42.41 98.68	
6010-000	Supplies - Technical Services			203.97	
6020-000	Supplies - Public Services	1/9/19 1/9/19	Best Name Badges	16.70 8.35	
6020-000	Supplies - Public Services	1/29/19	Amazon (charges on account)	51.96	
6020-000	Supplies - Public Services			77.01	
6040-000	Supplies - Computer	1/3/19 1/10/19	Amazon (charges on account)	192.20 248.86	
6040-000	Supplies - Computer			441.06	
6400-000	Telephone	1/25/19	Arvig	182.08	
6400-000	Telephone	1/30/19 1/30/19 1/30/19 1/30/19	Garden Valley Telephone Comp	39.92 39.92 39.92 89.13	
6400-000	Telephone			390.97	
6405-000	Cell Phone	1/9/19	Ting	6.70	
6405-000	Cell Phone			6.70	
6410-000	PIO - Marketing/Printing/Etc	1/9/19	Flat Icon	55.06	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	1/10/19	RightHere LLC	20.00	
6410-000	PIO - Marketing/Printing/Etc	1/10/19	Envato Market	32.00	
6410-000	PIO - Marketing/Printing/Etc	1/18/19	Amazon (charges on account)	6.59	
6410-000	PIO - Marketing/Printing/Etc	1/22/19 1/23/19	Uprinting.com	65.29 109.60	
6410-000	PIO - Marketing/Printing/Etc			288.54	
6435-000	PO Box Rental	1/3/19	US Postal Service	116.00	
6435-000	PO Box Rental			116.00	
6470-000	Board Expenses	1/17/19	Erbert & Gerbert's	59.03	
6470-000	Board Expenses			59.03	
6482-000	Conf/Meeting - Miscellaneous	1/14/19	Moorhead Community Education	90.00	
6482-000	Conf/Meeting - Miscellaneous			90.00	
6492-000	Programming - Summer Learni	1/14/19	Sandy's Donuts	59.23	
6492-000	Programming - Summer Learni			59.23	
6505-000	Van - Repairs & Maintenance	1/15/19	M&H	35.42	
6505-000	Van - Repairs & Maintenance			35.42	
6600-000	Materials - Print	1/1/19 1/4/19 1/4/19 1/6/19 1/10/19 1/10/19 1/10/19 1/12/19 1/13/19 1/14/19 1/29/19 1/30/19	Amazon (charges on account)	7.95 19.44 21.95 3.52 16.47 21.74 35.95 5.68 17.70 12.99 15.99 19.99	
6600-000	Materials - Print			199.37	
6601-000	Materials - A/V	1/3/19 1/3/19 1/3/19 1/5/19 1/6/19 1/6/19 1/6/19 1/6/19 1/7/19 1/7/19 1/7/19 1/7/19 1/8/19 1/8/19 1/8/19 1/8/19 1/10/19 1/12/19 1/13/19 1/13/19 1/13/19 1/13/19	Amazon (charges on account)	103.03 17.98 10.00 38.88 66.38 14.96 29.48 29.95 123.42 7.19 19.92 31.80 199.88 307.56 28.48 96.30 25.92 166.54 39.98 68.36 59.84 26.84	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/13/19		37.78	
		1/14/19		14.96	
		1/17/19		197.10	
		1/19/19		19.99	
		1/19/19		19.99	
		1/19/19		39.98	
		1/19/19		31.64	
		1/20/19		35.82	
		1/20/19		23.74	
		1/20/19		33.18	
		1/20/19		44.88	
		1/23/19		67.62	
		1/23/19		184.97	
		1/25/19		27.96	
		1/25/19		13.69	
		1/27/19		82.75	
		1/27/19		82.84	
		1/27/19		27.98	
		1/27/19		86.76	
		1/27/19		66.36	
		1/27/19		19.98	
		1/27/19		16.99	
		1/27/19		7.99	
		1/27/19		19.98	
		1/29/19		13.99	
		1/29/19		85.24	
		1/29/19		82.45	
		1/29/19		62.54	
6601-000	Materials - A/V			2,961.84	
6670-000	Materials - Digital - e-Books	1/8/19	Overdrive, Inc.	271.94	
		1/8/19		214.98	
		1/13/19		6.99	
		1/14/19		80.53	
		1/14/19		164.38	
		1/14/19		266.96	
		1/14/19		84.00	
		1/15/19		59.52	
		1/15/19		87.99	
		1/16/19		38.99	
		1/17/19		50.98	
		1/17/19		144.96	
		1/22/19		54.94	
		1/22/19		362.99	
		1/22/19		135.90	
		1/22/19		76.99	
6670-000	Materials - Digital - e-Books			2,103.04	
6675-000	Materials - Digital - e-Audio	1/8/19	Overdrive, Inc.	219.47	
		1/14/19		44.00	
		1/14/19		54.95	
		1/14/19		47.99	
		1/15/19		117.00	
		1/17/19		47.50	
		1/22/19		150.97	
		1/22/19		76.00	
6675-000	Materials - Digital - e-Audio			757.88	
7210-000	Legacy - Materials - Print	1/24/19	Amazon (charges on account)	8.99	
		1/25/19		163.00	
7210-000	Legacy - Materials - Print			171.99	
8000-011	Donation - Misc Exp - LM	1/8/19	Amazon (charges on account)	16.75	
		1/13/19		199.99	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/18/19		111.86	
8000-011	Donation - Misc Exp - LM			328.60	
8100-011	Donation - Material Print - LM	1/6/19	Amazon (charges on account)	5.81	
		1/12/19		22.10	
8100-011	Donation - Material Print - LM			27.91	
8100-051	Donation - Material Print - LC	1/10/19	Amazon (charges on account)	2.62	
8100-051	Donation - Material Print - LC			2.62	
8600-000	Software & Hardware Upgrade	1/7/19	Amazon (charges on account)	878.54	
8600-000	Software & Hardware Upgrade			878.54	
9630-200	Cell Phone - Joint Automation	1/9/19	Ting	24.59	
9630-200	Cell Phone - Joint Automation			24.59	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	2/6/19	Baker & Taylor	311.72	
6000-000	Supplies - Office			311.72	
6010-000	Supplies - Technical Services	2/20/19	Computype, Inc.	476.53	
		2/20/19		317.80	
6010-000	Supplies - Technical Services			794.33	
6020-000	Supplies - Public Services	2/5/19	Rapid Refill	160.00	
6020-000	Supplies - Public Services			160.00	
6030-000	Supplies - Copier/Fax/Microfilm	2/5/19	Rapid Refill	40.00	
		2/20/19		45.00	
6030-000	Supplies - Copier/Fax/Microfilm			85.00	
6240-000	Maint Contr - Copiers	2/5/19	Metro Sales, Inc	1,245.87	
6240-000	Maint Contr - Copiers			1,245.87	
6300-000	Payroll/Time Tracking	2/13/19	Payroll Professionals, Inc.	131.75	
		2/26/19		125.55	
		2/26/19		75.00	
6300-000	Payroll/Time Tracking			332.30	
6310-000	Audit	2/4/19	EideBailly LLP	7,000.00	
6310-000	Audit			7,000.00	
6350-000	Delivery Service - Courier	2/4/19	Alliance Courier	1,903.77	
		2/18/19		2,115.30	
6350-000	Delivery Service - Courier			4,019.07	
6362-000	Lease - Copiers	2/1/19	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	2/28/19	JobsHQ	267.30	
6380-000	Recruitment			267.30	
6400-000	Telephone	2/1/19	Rothsay Telephone	75.30	
6400-000	Telephone	2/1/19	Halstad Telephone Company	32.73	
		2/1/19		74.13	
6400-000	Telephone	2/22/19	Rochester Telecom Systems Inc.	118.40	
6400-000	Telephone			300.56	
6410-000	PIO - Marketing/Printing/Etc	2/4/19	Moorhead Community Education	100.00	
6410-000	PIO - Marketing/Printing/Etc	2/9/19	Cole Papers Inc.	83.97	
		2/16/19		41.06	
6410-000	PIO - Marketing/Printing/Etc	2/20/19	Shortprinter	372.36	
6410-000	PIO - Marketing/Printing/Etc	2/26/19	Newman Signs, Inc.	132.35	
6410-000	PIO - Marketing/Printing/Etc			729.74	
6455-000	Mileage - Staff	2/1/19	Carol Van Brocklin	30.16	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/5/19	Jodi Harrington	27.84	
6455-000	Mileage - Staff	2/5/19	Greta Guck	51.62	
		2/6/19		51.62	
6455-000	Mileage - Staff	2/9/19	Jill Rose	25.52	
6455-000	Mileage - Staff	2/9/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	2/12/19	Jill Rose	25.52	
6455-000	Mileage - Staff	2/12/19	Joyce Christine Boike	42.34	
6455-000	Mileage - Staff	2/13/19	Jill Rose	25.52	
6455-000	Mileage - Staff	2/13/19	Jodi Harrington	47.56	
6455-000	Mileage - Staff	2/13/19	Marilyn Stordahl	40.02	
6455-000	Mileage - Staff	2/13/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	2/13/19	Samantha Albers	132.24	
6455-000	Mileage - Staff	2/13/19	Carol Ricke	51.04	
6455-000	Mileage - Staff	2/13/19	Jane Vigness	30.16	
6455-000	Mileage - Staff	2/15/19	Jodi Harrington	27.84	
6455-000	Mileage - Staff	2/15/19	Jill Rose	25.52	
6455-000	Mileage - Staff	2/16/19	Marilyn Eaves	33.64	
		2/19/19		33.64	
6455-000	Mileage - Staff	2/19/19	Christy Underlee	33.06	
6455-000	Mileage - Staff	2/19/19	Candace Osborn	48.72	
6455-000	Mileage - Staff	2/19/19	Carol Van Brocklin	30.16	
6455-000	Mileage - Staff	2/19/19	Paula Ous	80.04	
6455-000	Mileage - Staff	2/19/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	2/19/19	Kathy Dewey	81.78	
6455-000	Mileage - Staff	2/19/19	Erin Gunderson	51.62	
6455-000	Mileage - Staff	2/19/19	Patty Nunn	63.80	
6455-000	Mileage - Staff	2/19/19	Karen Stormo	142.68	
6455-000	Mileage - Staff	2/19/19	Kirsten Bates	24.94	
6455-000	Mileage - Staff	2/19/19	Melissa Larson	24.94	
6455-000	Mileage - Staff	2/23/19	Jill Rose	25.52	
6455-000	Mileage - Staff	2/25/19	Megan Krueger	280.72	
6455-000	Mileage - Staff	2/28/19	Jenna Kahly	9.74	
6455-000	Mileage - Staff			1,655.20	
6488-000	Conf/Meeting - Legislative Day	2/25/19	Greta Guck	246.17	
6488-000	Conf/Meeting - Legislative Day	2/25/19	Joyce Christine Boike	111.98	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6488-000	Conf/Meeting - Legislative Day			358.15	
6500-000	Van - Gasoline	2/6/19	Cenex Fleetcard	64.31	
6500-000	Van - Gasoline			64.31	
6600-000	Materials - Print	2/1/19	Baker & Taylor	20.80	
		2/1/19		284.01	
		2/1/19		98.14	
		2/1/19		33.38	
		2/1/19		25.11	
		2/1/19		557.53	
		2/1/19		30.18	
		2/1/19		191.33	
		2/1/19		57.06	
		2/1/19		6.64	
		2/1/19		101.55	
		2/1/19			35.66
		2/2/19		56.64	
		2/2/19		60.40	
		2/4/19		573.96	
		2/4/19		91.76	
		2/4/19		59.38	
		2/4/19		438.67	
		2/4/19		26.66	
		2/4/19		45.97	
		2/5/19		398.00	
		2/5/19		60.32	
		2/5/19		67.26	
		2/5/19		43.26	
6600-000	Materials - Print	2/6/19	Coughlan Companies LLC	2,171.29	
6600-000	Materials - Print	2/6/19	Baker & Taylor	68.55	
		2/6/19		121.98	
		2/6/19		30.06	
6600-000	Materials - Print	2/6/19	Scholastic Library Publishing	822.32	
6600-000	Materials - Print	2/7/19	Baker & Taylor	347.05	
		2/7/19		227.35	
		2/7/19		36.36	
		2/7/19		65.76	
		2/7/19		33.38	
		2/8/19		156.90	
		2/8/19		424.82	
		2/11/19		132.72	
		2/11/19		1.38	
		2/11/19		11.17	
		2/11/19		29.06	
		2/11/19		272.16	
		2/11/19		65.88	
		2/12/19		404.20	
		2/12/19		31.30	
		2/13/19		65.36	
		2/13/19		15.84	
		2/14/19		387.53	
		2/14/19		450.32	
6600-000	Materials - Print	2/15/19	Abdo-Spotlight-Magic Wagon	1,970.70	
6600-000	Materials - Print	2/18/19	Baker & Taylor	461.72	
		2/18/19		224.08	
		2/18/19		29.89	
		2/18/19		32.44	
		2/18/19		46.45	
		2/19/19		155.84	
		2/19/19		9.84	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/19/19		30.06	
6600-000	Materials - Print	2/19/19	Scholastic Library Publishing	23.99	
6600-000	Materials - Print	2/20/19	Baker & Taylor	297.92	
		2/20/19		240.49	
		2/20/19		16.88	
		2/20/19		91.96	
		2/21/19		334.28	
		2/21/19		184.12	
		2/21/19		89.76	
		2/21/19		50.32	
		2/22/19		306.29	
		2/22/19		23.47	
		2/25/19		159.44	
		2/25/19		113.62	
		2/25/19		57.52	
		2/25/19		90.22	
6600-000	Materials - Print	2/26/19	Apple Books	1,093.39	
6600-000	Materials - Print			15,835.44	35.66
6601-000	Materials - A/V	2/1/19	Baker & Taylor	113.30	
6601-000	Materials - A/V	2/1/19	Recorded Books, LLC.	155.00	
		2/1/19		106.38	
		2/1/19		136.98	
		2/1/19		209.96	
6601-000	Materials - A/V	2/2/19	Penguin Random House, LLC.	60.00	
6601-000	Materials - A/V	2/4/19	Baker & Taylor	148.62	
6601-000	Materials - A/V	2/4/19	Recorded Books, LLC.	886.80	
6601-000	Materials - A/V	2/7/19	Baker & Taylor	108.84	
6601-000	Materials - A/V	2/8/19	Recorded Books, LLC.	73.00	
6601-000	Materials - A/V	2/12/19	Baker & Taylor	23.90	
6601-000	Materials - A/V	2/12/19	Recorded Books, LLC.	36.49	
		2/12/19		118.98	
		2/12/19		209.96	
		2/12/19		156.00	
6601-000	Materials - A/V	2/14/19	Baker & Taylor	101.44	
		2/14/19		146.08	
6601-000	Materials - A/V	2/14/19	Recorded Books, LLC.	63.98	
		2/14/19		136.98	
6601-000	Materials - A/V	2/15/19	Baker & Taylor	159.63	
		2/15/19		88.84	
		2/18/19		63.67	
6601-000	Materials - A/V	2/19/19	Recorded Books, LLC.	72.98	
6601-000	Materials - A/V	2/21/19	Baker & Taylor	45.32	
		2/21/19		135.96	
6601-000	Materials - A/V	2/25/19	Recorded Books, LLC.	72.98	
6601-000	Materials - A/V			3,632.07	
6670-000	Materials - Digital - e-Books	2/4/19	Overdrive, Inc.	22.47	
		2/4/19		161.97	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/4/19		139.29	
		2/5/19		102.98	
		2/5/19		778.80	
		2/5/19		111.97	
		2/11/19		82.90	
		2/11/19		160.98	
		2/11/19		378.95	
		2/11/19		64.93	
		2/12/19		386.90	
		2/12/19		1,923.26	
		2/16/19		35.97	
		2/18/19		84.00	
		2/18/19		42.00	
		2/19/19		134.87	
		2/19/19		202.88	
		2/19/19		110.95	
		2/19/19		81.99	
		2/19/19		16.99	
		2/20/19		91.99	
		2/20/19		1,821.56	
		2/25/19		113.95	
		2/25/19		100.65	
		2/25/19		14.99	
		2/26/19		67.97	
		2/26/19		208.82	
6670-000	Materials - Digital - e-Books			7,444.98	
6675-000	Materials - Digital - e-Audio	2/1/19	Overdrive, Inc.	109.00	
		2/5/19		49.99	
		2/5/19		59.99	
		2/11/19		62.48	
		2/12/19		59.99	
		2/12/19		1,068.04	
		2/19/19		47.99	
		2/19/19		99.99	
		2/20/19		184.97	
		2/20/19		753.79	
		2/22/19		39.99	
		2/25/19		67.48	
		2/26/19		69.00	
6675-000	Materials - Digital - e-Audio			2,672.70	
6690-000	Materials - Periodicals	2/7/19	Grand Forks Herald	166.00	
6690-000	Materials - Periodicals	2/15/19	Mahnomen Pioneer	30.00	
6690-000	Materials - Periodicals	2/21/19	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	2/28/19	The Forum	163.00	
6690-000	Materials - Periodicals	2/28/19	Norman County Index	66.00	
6690-000	Materials - Periodicals			458.12	
7200-000	Legacy - Expense (1099)	2/1/19	DL Community & Cultural Center	300.00	
7200-000	Legacy - Expense (1099)	2/1/19	Jeremy Walker	3,200.00	
7200-000	Legacy - Expense (1099)	2/1/19	Minnesota Public Radio	72.00	
7200-000	Legacy - Expense (1099)	2/11/19	Wintergreen Dogsled Lodge, Inc	1,000.00	
7200-000	Legacy - Expense (1099)	2/24/19	Minnesota Public Radio	150.00	
7200-000	Legacy - Expense (1099)	2/28/19	The Forum	204.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)			4,926.00	
8000-011	Donation - Misc Exp - LM	2/1/19	MEI Technologies/Parsons Elect	80.00	
8000-011	Donation - Misc Exp - LM	2/8/19	Megan Krueger	46.30	
8000-011	Donation - Misc Exp - LM	2/22/19	Midwest Moving Company, LLC.	910.00	
		2/22/19		877.50	
8000-011	Donation - Misc Exp - LM			1,913.80	
8200-051	Donation - Furn & Equip - LC	2/11/19	Norby's Work Perks	665.00	
		2/11/19		111.00	
		2/11/19		730.00	
8200-051	Donation - Furn & Equip - LC			1,506.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	2/15/19 2/15/19 2/28/19 2/28/19	Federal Income Tax deposit	1,310.55 5,603.75 1,100.96 4,707.56	
5100-000	Payroll Taxes - Employer			12,722.82	
5110-000	Retirement - PERA - Employer	2/15/19 2/28/19	Public Employees Retirement As	6,178.03 5,623.38	
5110-000	Retirement - PERA - Employer			11,801.41	
5120-000	Health Insurance	2/15/19 2/15/19	Further - VEBA/HSA	1,844.75 1,686.00	
5120-000	Health Insurance	2/15/19	LARL Payroll		224.75
5120-000	Health Insurance	2/22/19	Further (SelectAccount)	212.40	
5120-000	Health Insurance	2/22/19	Further - VEBA/HSA	50.00	
5120-000	Health Insurance	2/28/19	Lakes Country Service Cooperat	26,060.00	
5120-000	Health Insurance	2/28/19	Further (SelectAccount)	224.75	
5120-000	Health Insurance	2/28/19	LARL Payroll		224.75
5120-000	Health Insurance			30,077.90	449.50
5140-000	Life Insurance - Employer Paid	2/1/19	The Hardford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6010-000	Supplies - Technical Services	2/11/19	Amazon (charges on account)	119.00	
6010-000	Supplies - Technical Services			119.00	
6020-000	Supplies - Public Services	2/6/19	Sam's Club	140.24	
6020-000	Supplies - Public Services	2/19/19	Amazon (charges on account)	26.92	
6020-000	Supplies - Public Services	2/20/19 2/28/19	Best Name Badges	8.35 8.35	
6020-000	Supplies - Public Services			183.86	
6200-000	Equip Rep/Mtc - Miscellaneous	2/19/19	Ace Hardware	2.57	
6200-000	Equip Rep/Mtc - Miscellaneous			2.57	
6400-000	Telephone	2/3/19 2/3/19 2/3/19 2/3/19 2/3/19	Arvig	98.76 100.41 92.03 92.03 41.31	
6400-000	Telephone	2/13/19	Allstream	715.49	
6400-000	Telephone	2/15/19	Garden Valley Telephone Comp	39.92	
6400-000	Telephone	2/25/19	Arvig	182.08	
6400-000	Telephone	2/28/19 2/28/19 2/28/19 2/28/19	Garden Valley Telephone Comp	39.92 39.92 39.92 89.13	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone			1,570.92	
6405-000	Cell Phone	2/9/19	Ting	6.73	
6405-000	Cell Phone			6.73	
6488-000	Conf/Meeting - Legislative Day	2/25/19	Doolittles Woodfire Grill	64.53	
6488-000	Conf/Meeting - Legislative Day	2/25/19	Peddlers Pub	75.86	
6488-000	Conf/Meeting - Legislative Day	2/28/19	Best Western	253.14	
		2/28/19		253.14	
		2/28/19		273.14	
		2/28/19		273.14	
		2/28/19		273.14	
6488-000	Conf/Meeting - Legislative Day			1,466.09	
6492-000	Programming - Summer Learni	2/5/19	School Life	298.56	
6492-000	Programming - Summer Learni	2/20/19	Uprinting.com	1,190.39	
6492-000	Programming - Summer Learni			1,488.95	
6600-000	Materials - Print	2/1/19	Amazon (charges on account)	20.39	
		2/4/19		31.90	
		2/6/19		35.98	
		2/6/19		46.05	
		2/8/19		5.97	
		2/14/19		10.99	
		2/17/19		21.29	
		2/24/19		13.72	
		2/24/19		17.16	
6600-000	Materials - Print			203.45	
6601-000	Materials - A/V	2/2/19	Amazon (charges on account)	56.01	
		2/2/19		29.98	
		2/3/19		19.98	
		2/3/19		68.96	
		2/3/19		35.98	
		2/4/19		148.62	
		2/5/19		32.98	
		2/5/19		74.83	
		2/10/19		71.84	
		2/10/19		71.84	
		2/10/19		17.96	
		2/10/19		17.96	
		2/10/19		269.71	
		2/11/19		53.16	
		2/12/19		134.64	
		2/13/19		29.92	
		2/13/19		76.98	
		2/14/19		21.98	
		2/14/19		187.21	
		2/14/19		77.24	
		2/17/19		29.92	
		2/17/19		57.84	
		2/17/19		25.92	
		2/17/19		44.88	
		2/17/19		89.95	
		2/19/19		19.92	
		2/19/19		225.55	
		2/20/19		29.96	
		2/21/19		72.68	
		2/22/19		44.97	
		2/23/19		136.50	
		2/24/19		11.98	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Feb 1, 2019 to Feb 28, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/24/19		53.91	
		2/24/19		12.96	
		2/24/19		12.96	
		2/24/19		17.38	
		2/24/19		63.70	
		2/26/19		138.72	
		2/27/19		9.62	
6601-000	Materials - A/V			2,597.10	
7120-000	Telecom/E-rate Expenses	2/11/19	Microsoft	118.82	
7120-000	Telecom/E-rate Expenses			118.82	
7200-000	Legacy - Expense (1099)	2/6/19	Sam's Club	169.88	
7200-000	Legacy - Expense (1099)	2/27/19	Uprinting.com	106.05	
		2/27/19		106.05	
		2/27/19		106.05	
		2/27/19		106.05	
7200-000	Legacy - Expense (1099)			700.13	
7210-000	Legacy - Materials - Print	2/1/19	Amazon (charges on account)	9.61	
		2/27/19		122.70	
7210-000	Legacy - Materials - Print			132.31	
8000-011	Donation - Misc Exp - LM	2/11/19	Amazon (charges on account)	262.76	
		2/15/19		96.00	
		2/20/19		57.90	
8000-011	Donation - Misc Exp - LM			416.66	
8000-053	Donation - Misc Exp - LE	2/6/19	Amazon (charges on account)	80.48	
8000-053	Donation - Misc Exp - LE			80.48	
8100-011	Donation - Material Print - LM	2/19/19	Amazon (charges on account)	14.66	
		2/25/19		14.58	
		2/26/19		18.30	
8100-011	Donation - Material Print - LM			47.54	
8100-021	Donation - Material Print - LG	2/8/19	Amazon (charges on account)	30.00	
8100-021	Donation - Material Print - LG			30.00	
9630-200	Cell Phone - Joint Automation	2/9/19	Ting	33.68	
9630-200	Cell Phone - Joint Automation			33.68	
9640-200	Phone Notify - Joint Automa	2/6/19	Flowroute.com	300.00	
9640-200	Phone Notify - Joint Automa			300.00	